



## Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction  
Hathaway Building, 2nd Floor, 2300 Capitol Avenue  
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website [www.k12.wy.us](http://www.k12.wy.us)

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### MEMORANDUM NO. 2010 -128

**TO:** School District Superintendents  
School District Business Managers  
Food Service Directors

**FROM:** Tamra Jackson, Nutrition Programs Supervisor  
Health, Safety and Nutrition Division

**DATE:** July 30, 2010

**SUBJECT:** Changes to the 239 Reporting Requirements

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### IMPORTANT INFORMATION

This is an update to the 239 reporting requirements. The 239 report form will no longer be required. The following will meet the requirements in Section 602 of Senate File 70 and Chapter 4 Rules. Each District will be in compliance by:

- Completing and submitting the WDE 601 Annual District Report by August 12, 2010, and each subsequent August.
- One person attending the “Keys to Excellence” fall training on September 30, 2010, (via WEN video) hosted by the Wyoming Department of Education.
- Completing the “Keys to Excellence” strategic planning tool annually (instead of the 239) starting in the fall of 2010. The initial data that you will be inputting will be pulled from the 2009/2010 school year.
- Sending an electronic summary of your district’s progress via the Keys System to the Wyoming Department of Education each August.

I know that some of you are already using this resource and will be ahead of the game in this respect. For those of you that have not used this tool, it is easy to use and should prove useful to your operations. The link to the summary of the “KEYS” is as follows: <http://www.schoolnutrition.org/Content.aspx?id=2412>

Reporting is still a requirement of the rules and law. We want to greatly simplify the process for you and are hoping that this will no longer be a cumbersome report for reporting sake, but that you will be able to utilize the tools provided to run your lunch program more efficiently. Please remember that there is no longer funding tied to this requirement. If you have questions, please feel free to contact Tamra Jackson at (307)-777-6263 or [tjacks@educ.state.wy.us](mailto:tjacks@educ.state.wy.us).

TJ:rs